

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 27, 2021 at 9:00 a.m. in Room 1H & I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Kuehl, Schmidt and Hilbert

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Ed Somers, Clearview Administrator/Executive Director; Becky Bell, Human Services and Health Director; Kristina Keith, Chief Deputy Treasurer; David Ehlinger, Finance Director; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Jeramy Grossman, Communications Sergeant; David Zirbel, Administrative Support Coordinator; Kevin Schultz, Corporal-Jail; Jason Hundt, Deputy Jail Administrator; Lynn Hron, Clerk of Courts Russ Freber, Physical Facilities Director; Justin Reynolds, IT Director; Christine Shanahan, Clinician III; Randi Gonzalez, Clinician II. Via MS Teams: Andrew Miller, Veteran's Service Officer; William Ehlenbeck, Land Resources and Parks Director; Amy Nehls, Emergency Management Director; Tracy Malterer, UW Extension Lead.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. Shanahan distributed and read a letter on behalf of herself and Gonzalez requesting grandfathering under the current progression requirements verses transitioning to the position requirements under the McGrath Compensation Structure proposal.

Motion by Hilbert to approve the minutes of the open session minutes of the regular meeting on April 6, 2021. Second by Schmidt. Motion carried without negative vote; Marsik abstained.

Hinze provided an update on the Performance Evaluation project stating that the draft documents are in the Kronos test environment and appears all elements of the performance evaluation have been able to be added. Hinze noted that the scoring details are continuing to be tested and will provide a demonstration to the Committee on the May 18th meeting. Hinze stated that an updated Performance Management Policy will also be presented for consideration on May 18th.

Hinze provided an update regarding the McGrath appeals process stating that 47 appeals were sent to McGrath with McGrath confirming they will meet the May 7th timeline for returning appeal outcomes. Hinze stated she will meet with McGrath to learn how McGrath will present the appeals and responses to be provided to the Committee at the May 18th meeting.

Hinze stated that in consultation with Mielke and Marsik regarding the Working Draft of the Paid Time Off (PTO) components it would be beneficial to have a consensus on the multiplier. Once the multiplier is established then, the rest of the Paid PTO policy can fall into place and she can start to work on the cost analysis the Committee has asked for. Hinze stated that employees are requesting a working draft but a multiplier would be helpful first. Hinze provided a starting point for the multiplier and encouraged the Committee review the multipliers in order to have a decision at the next meeting. There was discussion regarding the multipliers. Hinze provided a list of PTO plans by County and highlighted some of the components. Hinze also provided data regarding years of service and employee count, average years of

service by age, and sick leave accrual balances noting that the average years of service for benefit-eligible employees is 11 years with an average sick leave balance of 308 hours. Hinze asked the Committee for any additional data they would like to review. There were no requests for additional data at this time.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Deputy Sheriff	Sheriff
Three (3) Correctional Officer	Sheriff
One (1) Correctional Corporal	Sheriff
One (1) Patrol Sergeant	Sheriff
One (1) Custodian II	Physical Facilities
One (1) Social Worker I, II, or Senior-Child Protective Services Inv. Intake	Human Services & Health

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay.
Motion carried without negative vote.

Mindemann presented an unpaid Medical Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for a continuous leave from 04/16/2021 through 05/09/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Kuehl to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: None. APPOINTED OFFICIAL/COUNTY BOARD: None. NEW HIRE – FULL TIME: Logan Littlegeorge, Correctional Officer, \$21.62, 05/03/2021, Sheriff. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: Darren Schuster, Highway Seasonal, \$12.25, 05/24/2021, Highway; Keyne Smedema, Highway Seasonal, \$12.25, 05/24/2021, Highway; Raymond Teschke, Parks Attendant- Harnischfeger, \$12.50, 04/27/2021, Land Resources and Parks. LIMITED TERM/SEASONAL REHIRE: Zachariah Yuenger, Highway Seasonal, \$12.50, 05/20/2021, Highway; Joseph Huber, Highway Seasonal, \$12.50, 05/24/2021, Highway. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. LATERAL TRANSFER: None. PROMOTION: None. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT EXTENSION: None.

The Committee reviewed the Orientation Period Reports.


HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report

Future Agenda Items: Paid Time Off (PTO), Performance Management Policy, Clinician Grandfather Request, Appeals Process and Notification of Results.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Wednesday, May 5, 2021 at 1:00 p.m. and Tuesday, May 18, 2021 at 9:00 a.m. and special joint meeting with Finance Committee on Monday, May 10, 2021 at 4:00 p.m.** which will be held in rooms 1H & I of the Administration Building

Meeting adjourned by order of the Chairperson at 9:32 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.